FOR AGENCY USE	Section. 88033 -		FOR RECORDS	MANAGEMENT USE
oplication Date	"		Application Number	
03/17/88	Ga. State Merit System		1	82-60-1
optication Number	Applicant Services Div 200 Piedmont Avenue,		Date Received	Date Completed
	Atlanta, Georgia 303		MAR 31 1988	MAY 25 1988
Person to Contact		Working Title		Telephone Number
Marcelline D. Warrer	n	Office Supervisor	•	656-2728
Action Requested		•		
	Schedule; record will continue to			
	accumulation; no further accumul No. 82-60 Check C		 de: M Void	- ·
Dates of Series	5. Record Series Title (follow			
urliest Latest	Employment Examination	•		Filo
11/86 Current	Limproyment Examination	n scanner draued rest	. Allower Sheet	1116
Division and Office Function	on What is the function of	the Division and the Office in	which this record se	ries is created?
		1 .		
	ces Division is respons			
	ty for employment, incluncements, providing plac			
	rading exams, and notify		everoping exami	Hations,
oonaaoonng cesos, gi	ading examply and noon,	ying appirounus.	•	
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		and the second s		1 1 1 1
		grand the second of the second		হাংগলি খাসলি ^ক 🙄
Record Series Description	This file contains the following	ng documents (include form n	umbers and titles, if	nv):
•	Attach samples of the file.	1	·	
Documents relating to:	Administering written classifications for St			
Included are:	Scanner graded test an	swer sheets		-
•	grada cost an			
		· · · · · · · · · · · · · · · · · · ·		
	·	e .		. -
				• •
	•		•	•
•				· ·
* · ·			•	
File is arranged:	Chronologically by dat	e test results enter	ed into compute	er system.
4141				
Monthly Reference Rate	How often are records referenced to the state of the stat			hs old 0?
One to six months old twenty-five months and old	The second contract of	hs old $\frac{15}{}$; Thirteen i	to twenty-four mont	ns old;
APPRILLY THE HEARING COLUMN		Section 1	4 ese	54 ***** 37 ** ** ** **
			· · · · · · · · · · · · · · · · · · ·	
Annual Rate of Accumulat		; Shelves;	Other (specify)	20 cu. ft.

APPLICATION FOR RECORDS RETENTION SCHEDULE

DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

L^	If not, where	s it?	· · · · · · · · · · · · · · · · · · ·			······································	
Х			ential information	n requiring sec	curity handling? If yes,	cite law or regulation	on.
X	c. Is this a vital r	ecord?					
X			or long term rese				
X		wo documents i scheduled separ	+	necessary to	keep the entire file for a l	long period, could t	these
X			1 7 7 7	published? If	ves. attach copy.		
	g. Is the informa-	tion contained i			or recorded in a summari	zed report?	
	<u>If yes, attach o</u> h. Is there a dupl		eries in vour offic	e, or in anoth	er office or agency?		
X	If yes, where?						
X	i. Is this series (o	r a maior portio	on of it) regularly	microfilmed?	moculte in lists	of Eligibles	2 various
X 11 Retention	<u>i. Does the recor</u> n Requirements		n a computer print e following require		results in Lists	GEMS repo	orts.
i i Hetenise	n Hedanaments		s tollowing requir	102 (110 201 103 (a pe vehit	• • • • • • • • • • • • • • • • • • •	
	1_aw	-	years.		• .		Years.
	te of limitation	•	years.	<u>.</u>	Administrative need	<u>2</u>	years.
c. Feder	al law		years.	T. F	ederal retention instruct	ions <u> </u>	Years.
Attach o	ony or excert of la	ews or regulatio	ns. Explain admir	inistrative need	d .		
71,02011	opy or excert or a	· ·			-·		
20 (r F D 1602	31 (Stato a	and Local Gov	varnments)	- 2 years		
29 (C.F.R. 1002.	or (ocațe a	, na poca i dov	verimencs /	- Z years		:
12. Approve	d Disposition Inst		-	·	file series be cut off at th	~ 1	1
		Ē	Calendar Year;	☐ Fiscal Year:	the Other Careudar	Quarter	/then,
1911 - Laid	ia sha awaans fila		month(s)	Veste	l. shon	EES	1/22/88
-				•			4 7
XXX Trans	fer to State Recoi	ds Center; hold	year(s):	XXXXXXX mo	nths; then		
XXX Destr		· .	•				
	fer to State Archi	ves for permane	nt retention.				
☐ Other	(Specify)						
		•		•			
NCT	E: In the e	vent a char	rge of discri	imination	has been filed, o	or an action	
	brought	by the Equa	ıl Employment	t Opportun	ity Commission or	the Attorney	y
. •		this recor raction.		etajned un	til final disposi	icion of the	
	charge o	e accion.		÷			
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	_			• .	,,	•	
							•
These ins	tructions apply to	all prior and fo	uture accumulatio	ons of the serie	95.	•	
	,		•				
Agency Head	Designee (Signa	tring!	Date	Decords Ma	nagement Officer (Signa	tresi	Date
Agency means	/ / / /	(0/6)	/ / / / / / / / / / / / / / / / / / / /	LIEGOLD'S IAIR	So	iture)	Date /
Thus	2011/1	Im .	3/28/81	SAM	Dewall		3/24/88
88033	1-02		्रीक्षण १८ वर्षण १५ वर्षण १५ इ.स.च्याची	Stat	s Records Committee	Signature)	
Recommenda	tions in para-				= 10		
graph 12 are a		State Aud	itor/Designee	1/2/8	Zette.		5-4-88
of explanation	d, ettach letter n.)	Secretary of	State/Designee	Edmar	of Medon		5/2/00
	•	Contract y Of			- Comment		1-1
	60-A	"Attorney Ge	eneral/Designee	200	W/Sudi		FLOVES
R-50-71; Re	v. 76		(A	leverse Side			



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Ga. State Merit System of Personnel Admin. 3/10/82 Applicant Services Division Room 572 Application Number Date Received Date Completed 244 Washington Street, S.W. 82-001 MAR 1 6 1982 APR 2 7 1982 Atlanta Georgia 30334 2. Person to Contact , Working Title Telephone Number Jeanie Johnson Office Supervisor 656-2728 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. XX Amend Application No. 378 79-103 Check One: XX Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest July 1977, Present Employment Examination Scanner Graded Test Answer Sheets File 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Applicant Services Division is responsible for examining applicants for positions to determine eligibility for employment, including scheduling examinations, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, and notifying applicants. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering written examinations for Merit System Job Classes & entering the results into the computer system. Included are: scanner graded test answer sheets, manually graded test add sheets, and documents used for grading test variations (no form names or numbers). File is arranged: chronologically by date data entered into computer system, thereunder alphabetically by applicants surname. 8. Monthly Reference Rate How often are records referred to which are: 5 One to six months old _ ; Seven to twelve months old ___ ____: Thirteen to twenty-four months old. twenty-five months and older _ 9. Annual Rate of Accumulation of Records ; Shelves ____; Other (specify) 15 cu. ft. Letter-size drawers _____: Legal-size drawers ____

YES NO 10. Questionnai	re (Place an ")	X" in the proper a	olumn)		
a. Is this the o	fficial copy of the	e series?	* · · · · · · · · · · · · · · · · · · ·	. • • •	1 ~
		dential information	requiring security handling? If	yes, cite law or regular	tion.
X c. Is this a vita				i	
		or long term rese			
X documents	r two documents be scheduled sepa		necessary to keep the entire file	for a long period, could	i these
X f. Is the inform	nation contained	in this series ever t	published? If yes, attach copy.		
g. Is the inform		in this series ever a	nalyzed and/or recorded in a sun	nmarized report?	.v
- 1 · - · · - · · · ·	plication of this	series in your offic	e, or in another office or agency?	?	
X i. Is this series		ion of it! regularly	microfilmed?		
X i. Does the rec	ord series result i	in a computer prin	tout? Info. results in L	ist of Eligibles	& various
11. Retention Requirements	i Ti	he following requir	es the series to be kept:	. GEMS repo	orts.
e. State Law	- 4				
b. Statute of limitation		years.	d, Audit period e, Administrative need	2	years.
c. Federal law	• • • • • • • • • • • • • • • • • • • •		f. Faderal retention in:	2	years.
	and the second of the second o	708.00	. I ddeidi i ddeitildii iii:	50 0000113 <u></u>	years.
Attach copy or excert of	f laws or requiation	ons. Explain admi	nistrative need		
The second of th	***	oria. Explain som	and acre need.		
29 C.F.R. 160	2.31 (State	and Local Gov	vernments) - 2 Years		
		* · · · · · · · · · · · · · · · · · · ·			
12. Approved Disposition is	structions Ti	nis agency recomm	ends that the file series be cut of	f at the end of each:	· · · · · · · · · · · · · · · · · · ·
<u> </u>		_	Fiscal Year; XX Other2_II		then,
Destroy.	cords Canter; hold	d _22 XX	;then XXXXXXX months; then		,
☐ Other (Specify)	thives for perman	ent retention.	i. .w		
brought b	y the Equal this record	Employment 0	nation has been filed, pportunity Commission of ined until final dispos	or the Attorney	
5 5				•	
-		<u>-</u>			<u>-</u>
•	•				
		• .	**************************************	•	en e
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					•
These instructions apply	to all prior and f	future accumulatio	ns of the series.	•	
Agency Head/Designee (Sig		0	Bassal M. ACC	701	
Asidicy fresd/ Designes 13/9	nature)	Date	Records Management Officer	(Signature)	Date
Den 1 3 11	are.	3/10/8)	the Lucklas	.()	3/10/82
- The second of the second		1 - 1 - 1 - 1		·	PIOLON
0		<i></i>	State Records Committee	tes (Signature)	Date
Recommendations in para-	_			. ^	_ ~
graph 12 are approved. (If disapproved, attach letter		litor/Designee	1 Limite	<u> </u>	13-23-82
of explanation.)	/ //W	State/Designee	Carroll TL	en	3-22-82
82-60	Attorney G	ieneral/Design ee	Sens Il.	yar	
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